TAB

APPENDIX I

21 February 1956

MEMORANDUM FOR: Chief, Management Staff

SUBJECT: Incentive Awards

I trust the attached will give you the guidance you want. In other words, I believe you can carry out practically any reasonable policy including restriction of awards not involving monetary savings to honorary awards, but this should be expressed as policy and the regulation itself not be too restrictive or rigid in its application.
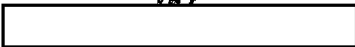
/s/
LAWRENCE R. HOUSTON
General Counsel

Attachment

21 February 1956

MEMORANDUM FOR: Mr. Houston

SUBJECT: Incentive Awards

1.   I talked to Mr. John Ross, Deputy Chief, Incentive Awards Division, Civil Service Commission (Code 141, Extension 5821) about the propriety of restricting the payment of monetary awards by internal regulation.

2.   Mr. Ross said that the law and Civil Service regulations do not restrict incentive awards, either monetary or honorary, to any particular class or grade of employee. There is, however, no legal reason that the Agency cannot by internal regulation restrict the eligibility of employees for awards to certain grades of employees. The Commission would prefer that the agencies would not establish rigid regulations precluding any particular grade or grades of employees from receiving awards. He stated that the Air Force and Department of Agriculture have given some consideration to excluding supergrade employees from the program by regulation. He believes, however, that they have decided to handle the problem on a case by case basis rather than by restrictive regulations.

3.   In summary Mr. Ross said that the Commission would prefer to have the agencies leave their programs as flexible as possible and that it does not advocate restrictions by grade. If an agency feels that some restriction is desirable, the Commission would prefer that it be in the framework of a guiding policy rather than an absolute regulatory restriction.

/s/

STATINTL

Office of General Counsel

APPENDIX I